

ADMINISTRATIVE-INTERNAL USE ONLY

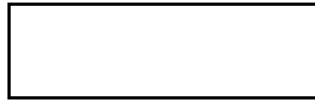
EXCOM 9138-80

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7 November 1980

MEMORANDUM FOR: Deputy Director for Administration ✓
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Inspector General
General Counsel
Legislative Counsel
Comptroller
Director, Equal Employment Opportunity
Director of Public Affairs
Director of Personnel Policy, Planning, and Management


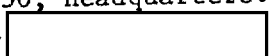
FROM :



SUBJECT : DCI's Annual Report to the Congress

1. The attached memorandum provides general instructions for preparing the DCI's Annual Report to the Congress. The DDCI has again asked the Executive Committee Staff to take the lead in compiling the CIA portion of the report. To meet the deadline, we will need contributions from your staffs by 24 November. As outlined in Paragraph 3 of the attached, your submissions should follow the same general format of last year's report, which was apparently well received. You may also want to comment on the topics the DCI plans to address in his overview (See Paragraph 2 of the attached).

2. The CIA chapter of the report will be limited to 10-12 double-spaced typewritten pages. Your entire submission, however, will be provided to the DDCI for review.

3. Please provide your contribution to 
Executive Committee Staff, Room 4E50, Headquarters. If you have
any questions, you may call her on 



Attachment:
as stated

cc: DDCI

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENT